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MINUTES

DIVISION TRAINING OFFICERS MEETING

17 September at 1400  
1037-K

25X1

ATTENDANCE:

[Redacted Attendance List]

[Redacted] the Chairman, made the statement that effective 20 September, he would be replaced by [Redacted]

25X1

25X1

[Redacted Meeting Notes]

2. [Redacted] Statement in Mr. Helms' Staff Meeting Concerning Capsule Courses. [Redacted] was enthusiastic about the [Redacted] Capsule and suggested that Chiefs of all denied Area Divisions meet with him on expanded use of training facilities.

25X1

3. Publication of Long-term Schedule. [Redacted] anticipated that the draft of the long-term schedule will be ready by Thursday 23 September.

25X1

JOB NO. [Redacted] BOX NO. [Redacted] FLD NO. [Redacted] DOC. NO. 25 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S [Redacted] RET. JUST. 22  
NEXT REV DATE 29 REV DATE 6 Nov 74 REVIEWER [Redacted] TYPE DOC. 03  
NO. PGS 3 CREATION DATE [Redacted] ORG COMP 11 ORI 11 ORG CLASS S  
REV CLASS 2 REV COORD. [Redacted] AUTH: HR 70-3

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4. Training Quotas. The statement was made that Mr. Helms did not expect the Field quotas to be complied with immediately, but over a period of time, having Field/Hdq Three-Year Plan. In process by one Division is a one-year plan made up to show necessary courses for a Division and the personnel available for registration.

5. OB Briefing at Aberdeen. It was stated that there is a five-week advance notice required for this briefing, and that if the Divisions were interested a trip could be arranged.

6. Enrollment and Schedule Matters. It was suggested that more interest be shown in the Sabotage Course to prevent cancellation. There is a CS Review Course under consideration for returnees only, giving new methods and techniques. The minimum registration is 15, and the maximum 30. First offering 1-19 November. An additional Administration Course, beginning 8 November, has been inserted in the schedule.

7. Improving Area Knowledge at Division Level. It was suggested that an up-to-date bibliography on Areas be made up and kept current. This would be available to new entrants of the Divisions, aside from the on-the-job training. The bibliography would be set up according to categories.

8. Pre-testing of Candidates for ADM. It was suggested that candidates for pre-testing prior to Phase I or II be scheduled for Fridays other than just before the course begins. It was decided that all candidates for ADM will be pre-tested. Whether or not the same shall apply to ADM/SUP is to be discussed at the next meeting.

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A G E N D A

DIVISION TRAINING OFFICERS MEETING

17 September 1954 at 1400  
1037-K

- 25X1
- 25X1
1.
  2.  Statement in Mr. Helms' Staff Meeting  
Concerning Capsule Courses
  3. Publication of Long-term Schedule
  4. Training Quotas
  5. OB Briefing at Aberdeen
  6. Enrollment and Schedule Matters
  7. Improving Area Knowledge at Division Level
  8. New Admin Course, 8-19 November - *pre-testing ADM* ~~admission~~ *mandatory*
  9. Pre-testing of Candidates for ADM

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